

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

STATINTL

24 DEC 1975

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MEMORANDUM FOR: [REDACTED]

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SUBJECT : Adjustment of Year-End Annual Leave Limit -
[REDACTED]

REFERENCE : Memo for D/Pers fr [REDACTED] d 1 Apr 75,
same subj.

1. It is regretted that it has taken so long to respond to your request, but we wanted to be sure that you are receiving all the leave to which you are entitled.

2. While it is unfortunate that your travel voucher was not processed until February 1975 and you were not aware of your exact annual leave balance, such acts in themselves do not constitute administrative error and cannot be used as a basis to restore your carry-over balance to 360 hours. As you have pointed out, it is the responsibility of the employee to manage and police his own leave account.

3. A review of your travel voucher for home leave in July and August 1974 indicates, however, that an administrative error did occur in the computation of the number of hours chargeable to you for annual leave. According to your voucher you were charged 48 hours of annual leave when the correct charge should have been 40 hours, the other eight hours chargeable to travel time. Your leave record is being adjusted, therefore, to reflect the correct charges and to increase your carry-over balance to 357 hours.

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151
[REDACTED]
Deputy Director of Personnel
for Plans and Control

Distribution:

Orig - Adse / 203
1 - DTS/Pers
1 - OD/Pers
1 - OP/RS

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OP/P&C/ [REDACTED] (19 Dec 75)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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FROM: OP/Review Staff
[REDACTED]
626- C of C

EXTENSION

NO.

STATINTL

DATE

3465

11 December 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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1. OF/C&TD
702 Key

A1,

2. ATTN: [REDACTED]

12/15 12/15 @

Based on the OF current practice for charging a full day of home leave for any day on which home leave travel is performed, regardless of the actual number of travel hours or the actual number of hours, it would appear the number of hours of leave taken by [REDACTED] during his home leave would be as follows:

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5. OP/RS
626 C of C
ATTN: [REDACTED]

12/17

[REDACTED]

12 Jul 74	8 hrs HL
13-14 Jul	Weekend
15-19 Jul	40 hrs HL
20-21 Jul	Weekend
22-24 Jul	24 hrs HL
25 Jul	8 hrs HL
26 Jul	Travel
27-28 Jul	Weekend
29 Jul - 2 Aug	40 hrs HL
3 - 4 Aug	Weekend
5 - 9 Aug	40 hrs AL
10-11 Aug	Weekend
12 Aug	EOD

7. Lma - final, please
8. send copy to
9. OF/C&TD

In terms of pay periods this would be 48 hrs of HL for PP 16, 72 hrs of HL for PP 17, and 40 hrs of AL for PP 18. According to notation on the attached Form 1082, Mr.

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[REDACTED] for some reason was charged an additional 8 hrs of AL for PP 17. The adjustment to his leave was made in PP 3 of the 1975 leave year and reduced his leave balance to 349 hrs. If I am correct in the above computation, his balance should be 357 hrs. I would appreciate confirmation at your earliest convenience in order that I might forward the attached memo to Mr.

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15.

14. H, Pls return
attachment.
[REDACTED]